



1600 9th Street, Sacramento, CA 95814
(916) 653-3517

May 9, 2006

TO: COUNTY/LOCAL MENTAL HEALTH DIRECTORS
MENTAL HEALTH SERVICES ACT COUNTY COORDINATORS

SUBJECT: MENTAL HEALTH SERVICES ACT INITIAL OUTCOMES REPORTING
REQUIREMENTS FOR FULL SERVICE PARTNERSHIP CLIENTS.

Information Notice 06-02, dated April 18, 2006 described the Mental Health Services Act (MHSA) initial outcomes reporting requirements for Full Service Partnership (FSP) clients. As part of these requirements, MHSA service providers are required to collect and submit Full Service Partnership Outcome data including: Partnership Assessment data, Key Event Tracking data and Quarterly Assessment data for identified FSP clients.

Before submitting the FSP Outcomes Assessment data to DMH, the following steps must be completed:

1) **Training:**

Contact Performance Outcome and Quality Improvement (POQI) Support (POQI.Support@dmh.ca.gov) to schedule a "Full Service Partnership Outcomes Assessment Training" conference call. The estimated length of the call will be approximately 3 hours. Training materials will be available for download from the POQI website at <http://www.dmh.ca.gov/POQI/default.asp> prior to the scheduled training.

2) **Full Service Partnership Program ID**

For outcome tracking purposes, all counties are required to assign a 4-digit alphanumeric FSP Program ID codes to each of the FSP programs (listed in Exhibit 2 and explained further in Exhibit 4 of the county's Community Services and Supports Plan). The 4-digit codes must be reported on each of the FSP outcomes assessment forms. These codes along with the title and a brief description of each of the FSP programs must be provided to DMH prior to collecting and/or submitting FSP program data. DMH will work with counties to determine appropriate 4-digit codes.

3) **Identify MHSA Approver Designees:**

County/Local Mental Health Directors
MHSA County Coordinators
May 9, 2006
Page 2

County Directors will need to identify two MHSA Approver Designees whose ongoing responsibilities will include:

- Determining and maintaining the MHSA user group structure.
- Updating MHSA user accounts to ensure security.
- Assigning roles to MHSA users (e.g. partnership service coordinators).

To schedule a "Full Service Partnership Outcomes Assessment Training" or an "Approver Designee Training" conference call, to request assistance with assigning Program ID codes to FSP programs, and/or for questions regarding the FSP outcomes data collection/submission requirements, contact POQI staff at POQI.Support@dmh.ca.gov.

Please share this correspondence with all others in your county who are affected by the requests contained in this letter.

We look forward to working with you soon!

Sincerely,

Original Signed By

STEPHANIE OPRENDEK, Ph.D.
Acting Chief, Evaluation, Statistics and Support

cc: Performance Outcomes and Quality Improvement Contacts
DMH County Operations Contact